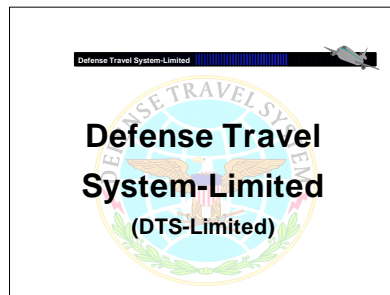


INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED

TITLE	INTRODUCTION TO DEFENSE TRAVEL SYSTEM - LIMITED				
SUMMARY (THIS BRIEFING IS DESIGNED FOR INTERNAL PMO USE ONLY. NOT FOR DISTRIBUTION OR INCLUSION ON WEB OR WITH TRAINING MATERIALS.)	<p>This briefing will present an introduction to the DTS-Limited. Besides serving as a welcome format for all attendees, the briefing will also provide a brief overview of DTS-Limited and detailed information of the training that the attendees will receive.</p>				
DURATION	1.5 Hours				
TOPICS	<table><tr><th>TOPIC</th><th>TITLE</th></tr><tr><td>1:</td><td>Introduction to Defense Travel System - Limited</td></tr></table>	TOPIC	TITLE	1:	Introduction to Defense Travel System - Limited
TOPIC	TITLE				
1:	Introduction to Defense Travel System - Limited				
OBJECTIVES	<p>At the end of this lesson, attendees will know and understand:</p> <ul style="list-style-type: none">• All administrative information pertinent to the conduct of training• What DTS-Limited is and its capabilities and limitations as compared to DTS.• How DTS-Limited is used.• DTS-Limited training (Objectives/timeline/audiences/schedule)• Additional training materials				
MATERIALS	Instructor Guide, Briefing Material, Participant Guide				

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



Slide 1

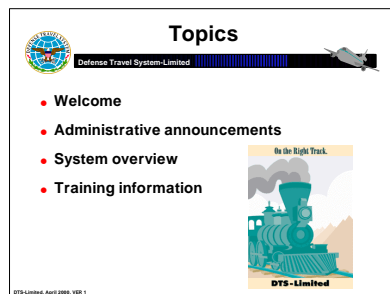
INTRODUCTION TO THE DEFENSE TRAVEL SYSTEM - LIMITED TRAINING PROGRAM

Welcome to the DTS-Limited training program. Today we are going to provide you with the knowledge and materials you will need to successfully implement and use the DTS-Limited software.

(AT THIS TIME, INTRODUCE ALL INSTRUCTORS (PMO and TRW) AND ANY GUEST SPEAKERS FROM THE SERVICE AND/OR AGENCY THAT MAY BE PRESENT. WHEN COMPLETE GO TO NEXT SLIDE AND COVER ADMINISTRATIVE REMARKS FOR CLASS.)

TOPICS

The following topics will be covered during this briefing:

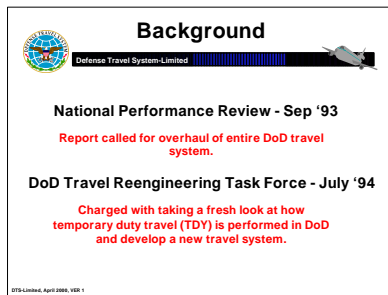


Slide 2

(DISCUSS/EXPLAIN INFORMATION CONTAINED ON SLIDE. HAVE STUDENTS INTRODUCE THEMSELVES AT THIS TIME AND PROVIDE A LITTLE INFORMATION ABOUT THEIR JOB, POSITION, TRAINING/COURSE EXPECTATIONS, ETC.)

Now that we have all got to know each other a little better, let's take a few moments to discuss what exactly DTS-Limited is and, perhaps even more important, what it isn't.

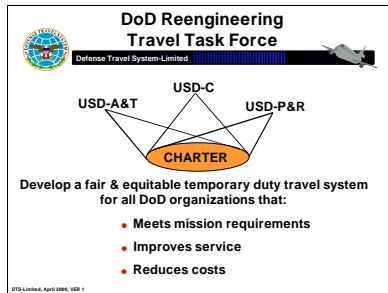
INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



Slide 3

NOTE: Ask for a show of hands from attendees as to how many have heard of and know something about DTS, either full or limited.

Based on responses, you should then tailor the overview information to suit the audience.



Slide 4

BACKGROUND

Before we begin talking about DTS-Limited it may be helpful if we all have a better understanding of the travel reengineering process and how DTS-Limited came to be.

In September 1993, the National Performance Review (NPR), chartered by Vice President Gore, submitted a report on reinventing government ... a *report that included a call for the overhaul of the entire DoD travel system.*

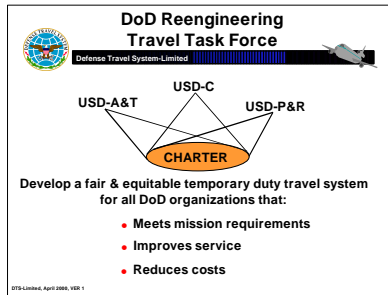
As a direct result of the NPR recommendation, a Travel Reengineering Task Force was formed in July 1994 by DoD and charged with the responsibility to take a fresh look or clean sheet approach in evaluating DoD's travel system and to develop a fair and equitable approach for temporary duty travel within DoD.

DOD REENGINEERING TRAVEL TASK FORCE

This chart depicts the Agencies within DoD who had responsibilities for the various pieces of DoD's travel system when the task force was established.

(Explain abbreviations at left and indicate which Agencies were responsible for which travel areas during the task force)

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED

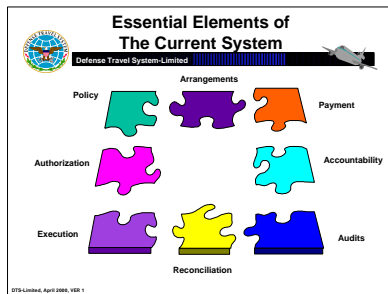


Slide 4 (Con't)

USD-A&T = Undersecretary of Defense (Acquisition & Technology) - arrangements

USD-C = Undersecretary of Defense (Comptroller) – payments

USD-P&R = Undersecretary of Defense (Personnel & Readiness) – TDY travel entitlements



Slide 5

As I have already said, the task force was charged with the responsibility of developing a fair and equitable TDY travel system for DoD.

Besides being fair and equitable, the new system had to:

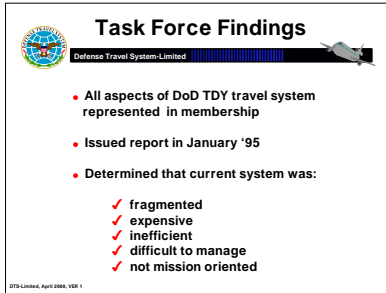
- Meet operational mission requirements
- Improve customer service
- Reduce overall cost to the government

CURRENT TRAVEL SYSTEM

As this slide depicts, the travel system used by DoD, which the task force reviewed was very fragmented with many pieces going into the make-up of the travel puzzle.

It was extremely difficult, if not impossible, to fit all the pieces of the travel puzzle together.

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



Task Force Findings

Defense Travel System-Limited

- All aspects of DoD TDY travel system represented in membership
- Issued report in January '95
- Determined that current system was:
 - ✓ fragmented
 - ✓ expensive
 - ✓ inefficient
 - ✓ difficult to manage
 - ✓ not mission oriented

DTS Limited, April 2000, V02.1

Slide 6

TASK FORCE FINDINGS

The Travel Reengineering Task Force undertook a very thorough look at the TDY travel system currently in effect for DoD.

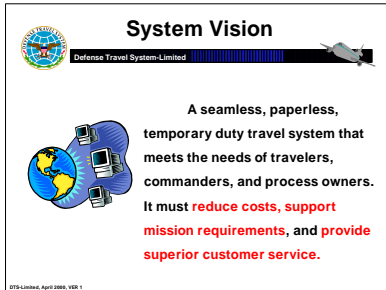
It is important to note that this Task Force had full representation from all of DoD and it's membership provided expertise in all of the aspects of the TDY travel system.

In January of 1995, the Task Force issued their report to DoD. In it they stated that their extensive study and review of DoD's TDY travel system indicated that the system of travel was fragmented, inefficient, expensive to administer, and occasionally impeded mission accomplishment.

VISION OF THE DEFENSE TRAVEL SYSTEM

As a result of the Task Forces recommendations, a new way for DOD to travel was born. The new travel system would be known as the Defense Travel System or DTS as it is more commonly referred.

The vision for the new Defense Travel System is depicted on this slide. (*A seamless, paperless, temporary duty travel system that meets the needs of travelers, commander, and process owners. It must reduce costs, support mission requirements, and provide superior customer service.*)



System Vision

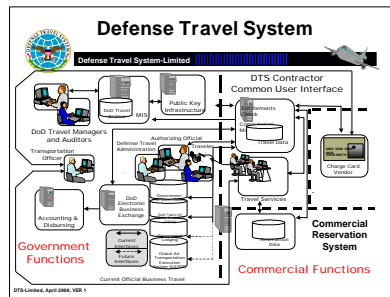
Defense Travel System-Limited

A seamless, paperless, temporary duty travel system that meets the needs of travelers, commanders, and process owners. It must **reduce costs, support mission requirements, and provide superior customer service.**

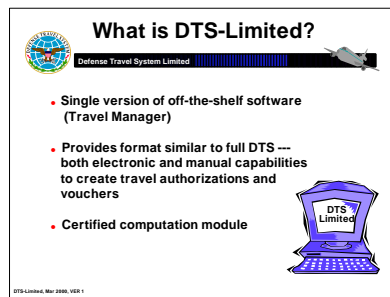
DTS Limited, April 2000, V02.1

Slide 7

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



Slide 8



Slide 9

DEFENSE TRAVEL SYSTEM

When fully implemented, this is what the DTS will look like and the various components that will be a part of full DTS.

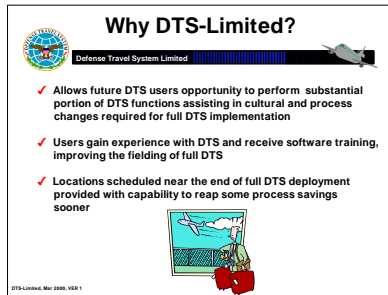
WHAT IS DTS-LIMITED?

Now that we have learned how the DTS came about let's now talk about DTS-Limited.

First let's talk about what DTS-Limited is. As this slide depicts, DTS-Limited is a version of "Travel Manager", a commercial off-the-shelf (COTS) travel software product produced by GELCO. This is also the same COTS software utilized by full DTS.

It provides a similar look and feel as full DTS and has the capability to create both manual and electronic travel authorization and vouchers. And also, just as with full DTS, the computation module, that is an integral part of the system, has been certified with certain limitations for use by the Defense Finance and Accounting Service (DFAS).

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED

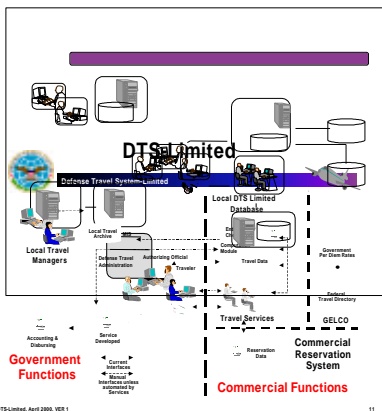


Slide 10

Why DTS-LIMITED?

Here are the three main reasons we are implementing DTS-Limited as an interim solution until full DTS is ready for deployment:

1. First, DTS-Limited will allow future DTS users the opportunity to perform a substantial portion of full DTS functions that will greatly assist them with the cultural and process changes that will be required of an organization when full DTS is implemented. This includes such things as setting up a travel organization structure; working with lines of accounting and budgets; and using the system software to process travel authorizations and vouchers.
2. DTS-Limited users will gain invaluable training and experience on using the DTS-Limited software that will greatly assist them and help expedite the process of fielding full DTS for their organization.
3. And last but not least, those organizations that implement DTS-Limited will be able to reap some of the process savings early prior to full DTS being deployed for them.



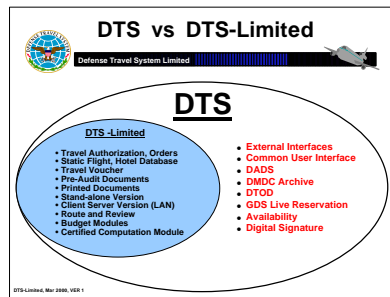
Slide 11

DTS-LIMITED

This slide depicts the major components that make up DTS-Limited and how they interact. While not all components of Limited are the same as full DTS, you can see that there are a lot of similarities.

(DISCUSS/EXPLAIN SLIDE)

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



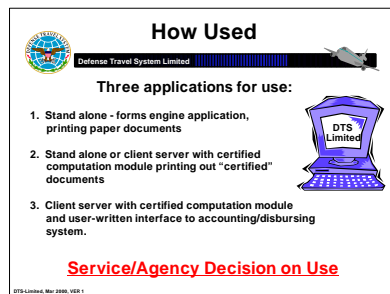
Slide 12

FULL DTS vs. DTS-LIMITED

As we have already stated, not all of the features of full DTS will be available with DTS-Limited.

The large circle represents all of the components of the new travel system that will be available when full DTS is implemented. The smaller circle highlighted in blue, are the features of full DTS that are currently available when DTS-Limited is implemented.

(DISCUSS/EXPLAIN SOME OF THE FEATURES ON THE SLIDE OF DTS vs. DTS-LIMITED)



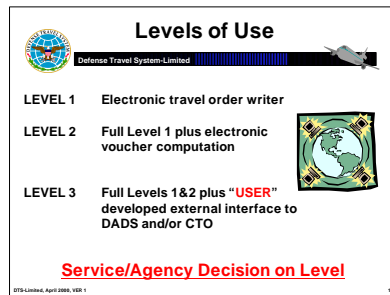
Slide 13

HOW DTS-LIMITED WILL/MAY BE USED

This slide depicts how DTS-Limited may be used. Since it is a Service/Agency decision, you will need to, if you don't already know, discuss this process with your Service/Agency DTS-Limited point of contact.

(Discuss/highlight each of the applications listed here. May/may not be able to go into specific detail for a particular Service/Agency based on available information.)

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



Slide 14

**NOTE: REMEMBER
TO EXPLAIN THAT
UNLESS YOU ARE
USING LEVELS 2 or 3
APPENDIX O DOES
NOT APPLY.**

LEVELS OF USE FOR DTS-LIMITED

Not only will the Service and Agencies need to decide how they will use DTS-Limited, they also will need to decide which level of DTS-Limited they choose to employ. The levels of DTS-Limited that may be available for use are listed here on this slide:

(DISCUSS/EXPLAIN LEVELS OF USE)

LEVEL 1

Level 1 will provide an electronic travel order writer designed to function within the current standard, paper-driven process.

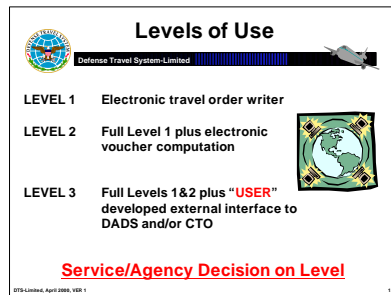
LEVEL 2

Level 2 use not only provides all the capabilities of Level 1 but also has an electronic voucher computation designed to function within the current standard, paper-driven process for AO certification. Pre-certified computed vouchers (hard copy) will then be forwarded to the appropriate disbursing activity for processing.

LEVEL 3

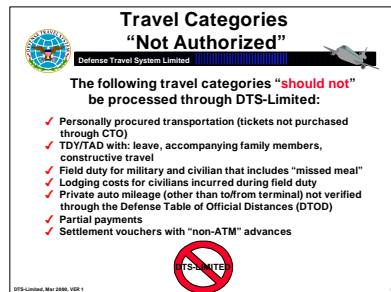
Besides providing all the capabilities of Levels 1 and 2, Level 3 provides a user developed external interface to the organizations accounting and disbursing system and /or their Commercial Travel Office (CTO). **USERS ARE RESPONSIBLE FOR THE DEVELOPMENT OF ALL OF THEIR ELECTRONIC INTERFACES.**

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



Slide 14 (Con't)

**NOTE: REMEMBER
TO EXPLAIN THAT
UNLESS YOU ARE
USING LEVELS 2 or 3
APPENDIX O DOES
NOT APPLY.**



Slide 15

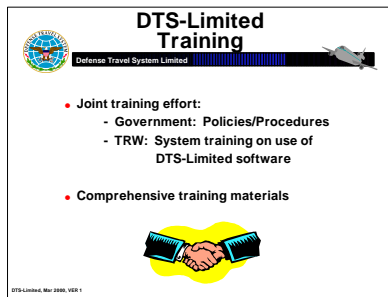
Accounting and disbursing interfaces must be developed in accordance with requirements established by the Defense Finance and Accounting Service (DFAS). CTO interfaces must be developed in accordance with current CTO contracts. And last but not least, interfaces utilizing a form of digital signature must obtain digital signature approval and or waivers in accordance with these requirements.

TRAVEL CATEGORIES NOT AUTHORIZED FOR USE WITH DTS- LIMITED

Unfortunately, at the current time, not all categories of travel are authorized to be processed using DTS-Limited. Those categories as they pertain to transportation, lodging and meals are listed here on this slide. These categories will be available with full DTS.

(DISCUSS/EXPLAIN)

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



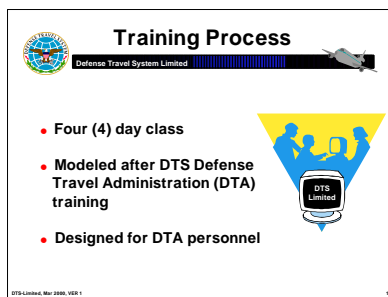
Side 16

DTS-LIMITED TRAINING

As with full DTS, the DTS-Limited training you will receive this week is a joint training effort with our partner TRW.

While the PMO-DTS is responsible for all training, government instructors will focus on the policies and procedures that affect the DTS-Limited while TRW will focus on the function and operation of the DTS-Limited software.

Also, as part of your DTS-Limited training, you will all receive some very comprehensive training materials that have been designed to not only assist you in better understand DTS-Limited but to also, if necessary, provide training for others in your organization on how to use the system.



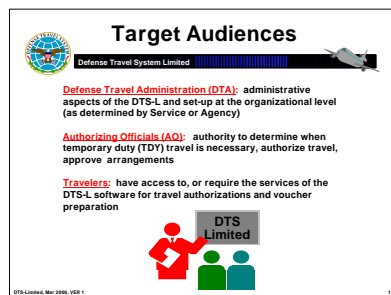
Slide 17

TRAINING PROCESS

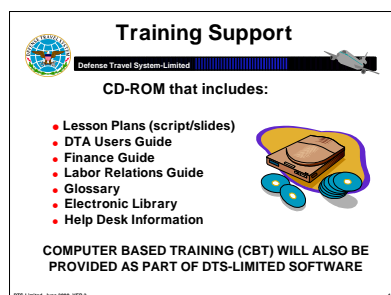
The components of DTS-Limited training are described on this slide.

NOTE: Now is a good time to ask how many of the attendees may have already been to a DTS training session.

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED



Slide 18



Slide 19

NOTE: TRW CBT FOR DTS-LIMITED IS THE SAME AS FOR FULL DTS. THERE IS NOT A SEPARATE CBT FOR DTS-LIMITED.

TARGET AUDIENCES

While our training program for DTS-Limited has been designed primarily for you, the member(s) of your organizations DTA, we also have a lot of information concerning authorizing officials (AO) and travelers. While this information is most helpful to you, the DTA, it is also important that your AOs and travelers understand as well

(Discuss/explain some of the AO and traveler information)

TRAINING SUPPORT

As we have already mentioned, in addition to the training that you receive this week, you will be provided with many tools and resources to further assist you with understanding and implementing DTS-Limited. This information can also be used, if necessary, to facilitate additional training for your organization.

(DISCUSS/EXPLAIN ADDITIONAL TRAINING MATERIALS AND SUPPORT THAT WILL BE AVAILABLE)

INTRODUCTION TO DEFENSE TRAVEL SYSTEM-LIMITED

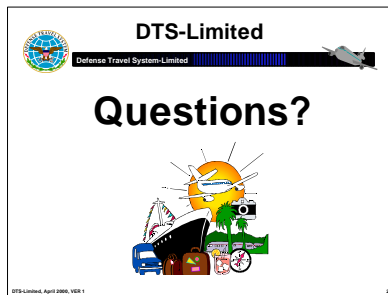


Slide 20

DTS-LIMITED TRAINING

The training you are receiving here this week plays an important role in ensuring the successful implementation of DTS-Limited, and eventually, full DTS. Successful implementation for DTS-Limited is important because it will lay the groundwork for full DTS when it becomes available to your organizations.

The introduction of a dramatically different way of executing and managing DoD's travel worldwide is an awesome undertaking, which will succeed only if the users and supporters of the system are competent in their roles and responsibilities.



Slide 21

QUESTIONS

This concludes my presentation. Do you have any additional questions that we have not yet discussed?